

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for [Specify Behavior/Conduct]

This letter serves as a formal warning regarding your behavior at work, specifically [describe the behavior or incident], which occurred on [date(s)].

We have reviewed the situation, including [mention any relevant meetings, discussions, or documentation], and it has been determined that your actions are in violation of [specific policies, codes of conduct, or guidelines].

As a valued employee, we expect you to adhere to our policies and maintain a professional standard of conduct. This behavior has not only affected your performance but has also impacted your colleagues and the work environment.

Please consider this letter a formal warning. We ask that you [outline required changes or expectations moving forward]. Failure to improve your behavior may result in further disciplinary action, up to and including termination of employment.

We believe that with the right support, you can make the necessary changes. You are encouraged to reach out to your supervisor or the HR department if you need assistance.

Please acknowledge receipt of this warning by signing below and returning a copy to [HR/Manager's Name] by [due date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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Employee Acknowledgment of Receipt

I, [Employee's Name], acknowledge receipt of this warning letter on [date].

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Employee Signature